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Office Memorandum • UNITED STATES GOVERNMENT

COPIES MANAGEMENT DIVISION

TO : Chief, Management Staff

DATE: 21 December 1954

FROM : Chief, Records Management Division

SUBJECT: Report on Work Assignment for []
(30 October 1954 - 30 November 1954)

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1. On 26 November, [] handed to [] Chief of the Records Center, the last part of the attached draft of a proposed handbook for the internal operations of the Records Center. Shortly thereafter I obtained a copy from []

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2. [] and I have reviewed this proposed handbook, consisting of 72 pages, and have the following comments:

a. Generally, the proposed document is complete in that it covers all of the essential operations to be performed by the Records Center.

b. This is essentially an operating manual for internal use in the Center. It is not intended to be distributed throughout the Agency. Consequently, there is no need for the handbook to carry the signature of the DD/A.

c. Definitions - Items 28 and 29 are not applicable. The distribution of Agency regulations will not be made by the Records Center when it moves to the new location.

d. Part 2 - Accessioning - was reviewed in the report that I submitted to you on 3 November. This part has now been reworked and is generally satisfactory.

e. Part 3 - Reference Service - is generally satisfactory except:

(1) A statement should be added to Section 301.02(b) limiting reference to only those persons who are authorized in writing to have access to records.

(2) The three hour limitation on record searches should be revised to one hour.

(3) Section 306.05 - should be revised to provide that correspondence should be signed by the Chief of the Records Center rather than by the Chief of the Section.

(4) Section 309.02 (a) (b) - the time limits specified here are not necessary and should be omitted.

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(5) Section 311.01(b) - the word [] should be corrected [] and a parenthetical identification inserted as follows - []

Note: []

f. Part 4 - Disposition - should be revised extensively to reflect the proper application of procedures to the problems of this Agency. This part does not meet this objective. For instance, Section 401.02 (a) is not applicable at all. Also, Section 403.01 does not clearly define the manner in which the disposal of records is obtained from the Congress.

This part of the handbook requires considerable technical knowledge of the authorities, regulations and statutes pertaining to records disposition. Therefore, it will be revised by a member of our staff who has the proper background in this field.

g. Part 5 - Records Security - Much of this section is ~~inapplicable~~ because many of the security requirements described must conform to the regulations and procedures of the []. Specifically, Sections 502.02 (b) (e) (f) and (g), 502.03, 502.04, and 507.01 through 507.05 are not applicable for the above reason.

h. Part 6 - Internal Administration - is generally applicable.

3. Generally speaking, the content of the proposed manual is based on material developed by the General Services Administration for the operation of their records centers. Approximately 50% of the content of the proposed draft contains material which was prepared by [] after discussions with [] and other personnel in the Center.

4. After the above revisions are made, it is proposed to give copies to the personnel in the Center for their use on a trial basis.

5. This draft of the manual completes the major assignment for [] at the Records Center. The work that he has done since this was turned in will be covered in a report to be submitted to you for the period ending 27 December 1954.

Attachment

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